



Republic of the Philippines  
**PROVINCE OF ALBAY**  
Legazpi City

## **Office of the Governor**

**MEMORANDUM ORDER NO. 08**  
Series of 2020

**Date :** March 13, 2020

**TO :** ALL HEADS OF DEPARTMENT, HOSPITALS AND  
EMPLOYEES OF THE PROVINCIAL GOVERNMENT  
OF ALBAY

**SUBJECT :** GUIDELINES FOR ALTERNATIVE WORK  
ARRANGEMENTS AND SUPPORT MECHANISMS FOR  
ALL EMPLOYEES IN THE PROVINCIAL GOVERNMENT  
OF ALBAY

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Pursuant to CSC Resolution No. 2000481 promulgated on March 11, 2020, the Civil Service Commission issued Memorandum Circular No. 07, s. 2020 providing guidelines for alternative work arrangements and support mechanisms for workers in the Government for the duration of the state of Public Health Emergency pursuant to Proclamation No. 922 and Section 8 of Executive Order No. 7, s. 2020.

**A. Scope and Coverage**

This Memorandum Order shall cover all employees, elective, regular or otherwise, of the Provincial Government of Albay.

**B. Alternative Work Arrangement for all PGA Employees**

**a. Four – Day Workweek**

Employees are required to perform four-day workweek subject to the condition that the number of work hours per day shall be increased from eight hours to ten hours, preferably from 7:30 AM to 6:30 PM.

The PHRMO shall ensure that all Heads of all departments shall maintain the normal workweek in accordance with MC No. 07, s. 2020 and to require the submission of the approved schedule of the employees.

**b. Hospital Personnel**

All hospitals under the control and supervision of the PGA shall observe shifting of employees and shall be required 40 hours per week. Shifting shall refer to

the following: 1. Existing 24/7 shifting schedule; and 2. Shifting of assignments to perform frontline services.

**C. Support Mechanisms**

- a. All department and hospital head shall ensure that the employees providing essential services such as health workers, first responders, frontline service providers and the like are provided support mechanisms such as the following:
  - a. Health interventions; b. Stress debriefing; and c. Appropriate technologies to minimize face to face contact. To this end, the Provincial Health Office shall see to it that the foregoing support services shall be adequately provided.
- b. All department and hospital head are enjoined to adopt a monitoring mechanism during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced. More so, they are directed to disinfect their respective office premises.

**D. Effectivity**

This Memorandum Order shall take effect immediately.

A handwritten signature in black ink, appearing to be a stylized name, located below the text of the memorandum.